

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 883

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF TRANSPORTATION
State Highway Administration

Office of Finance & Program Management
Inventory Section

AGENCY

DIVISION

Item No.	** THIS SCHEDULE SUPERSEDES SCHEDULE #652 **	Retention
1.	<p><u>DAILY PETROLEUM PRODUCTS REPORT</u></p> <p>Form SHA 30.0 553L contains quantity of gasoline, motor oil, and diesel fuel used by the shop on a daily basis.</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
2.	<p><u>INVENTORY WITHDRAWAL TICKET</u></p> <p>Form 30.0 509L contains the inventory used by the shop on a daily basis.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
3.	<p><u>SUBSIDIARY INVENTORY LEDGER ACCOUNT</u></p> <p>Form SHA 30.0 521L contains the receipts and withdrawals of inventory items.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
4.	<p><u>PETROLEUM/MATERIAL INVENTORY PRINTOUT</u></p> <p>Weekly and monthly computer printout of inventory items received and disbursed.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9-23-81
Date

William Burdette
Signature

Title

Date

State Archivist